

From: Nassif, Julianne (DPH)
Sent: Thursday, June 18, 2009 4:18 PM
To: O'Brien, Elisabeth (DPH)
Subject: FW: Privacy training for summer interns

Betsy,
I'm not sure if I sent this to you already but Keri will need to complete this privacy training.
Thanks,
Julie

From: Miller, Tracy (DPH)
Sent: Tuesday, May 12, 2009 11:01 AM
To: Miller, Tracy (DPH)
Subject: Privacy training for summer interns

The season when the Department hosts students and interns is upon us. Please keep these privacy-related issues in mind as you begin to engage these temporary workforce members and be sure they complete the appropriate training. Please print this out and post it in a central location in your Bureau or Program.

1. Privacy & Confidentiality Training

Temporary workforce members, including interns, **must** complete the on-line Privacy & Confidentiality Training as follows:

Employment Status	On-Line Training Required?	Form to Sign & Submit
Working more than 30 days	Yes	On-Line Training Acknowledgement
Working less than 30 days with access to confidential information	Yes	On-Line Training Acknowledgement
Working less than 30 days with no access to confidential information	No	Best Practices Acknowledgement (Confidentiality Download)

The Privacy and Confidentiality Training, as well as the related forms, are located on the Training link on the Privacy & Data Access Office's page on HealthNet (<http://healthnet.dph.state.ma.us/privsec/training.htm>).

Signed forms should be submitted as follows:

Bureau	Submit Forms To:
Hinton State Laboratory Institute	Austin Nagle, HSLI 617-983-6688
Infectious Disease Prevention, Response, and Services located at the Hinton State Laboratory Institute	Jacki Dooley, HSLI 617-983-6559
All Others (except hospitals)	Bill Anderson, PDAO, 250 Washington Street 617.624.5194
Mass. Hospital School	Edith Eidson, Quality Management 781.830.8491
Shattuck Hospital	Magalie Bernier, Human Resources 617.971.3479
Tewksbury Hospital	James Hurley, Quality Management 978.851.7321, x2198
Western Mass Hospital	Anna Horkun, Financial Services 413.562.4131, x261

2. Confidential Data to Remain on DPH Premises

Temporary workers should not remove confidential data from DPH premises unless written approval is given by the Privacy & Data Access Office. The worker must enter into an agreement to document the work and security arrangements. Please contact me if such an approval is required.

3. Dissertations, Publications, and Research

DPH has data-sharing policies in place for internships that involve the sharing of dissertation and practicum projects with an institution including educational institutions. There are also policies regarding publication rights. Additionally, an agreement is required if confidential data are involved. Each of these issues should be reviewed and agreed upon in writing early in the intern's tenure at DPH. In that way, delays can be avoided as the project is completed. If this policy affects you, please contact Alice Mroszczyk, Confidential Data Officer, 617.624.5229

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